Collateral Liquidation User Guide

Oracle Banking Credit Facilities Process Management

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Oracle Banking Credit Facilities Process Management User Guide

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1. Welcome to Oracle Banking Credit Facilities Process Management

Welcome to the Oracle Banking Credit Facilities Process Management (OBCFPM) User Manual. This manual provides an overview on the OBCFPM application and guides you through the various steps involved in creating and processing collaterals and credit facilities transactions.
If you need any information, look out for the help icon.
This document is intended for helping you to conveniently create and process collaterals and credit facilities transactions in OBCFPM

Overview of OBCFPM

OBCFPM is a collateral and credit facilities middle office platform which enables your bank to streamline the Collateral and Credit facilities operations.
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Benefits

OBCFPM application provides service for the customers and financial institutions. This service helps the financial institutions to manage the Collaterals and Credit Facilities of the corporate clients.
OBCFPM allows you to:

- Handle Collateral Evaluation, Collateral Perfection, Collateral Review, Collateral Release and Collateral Liquidation process
- Handle Credit Proposal with Customer on-boarding
- Financial Document Upload of the corporate clients.
- Quantitative and Qualitative analysis of the corporate clients
- Handle Credit Exceptions

Key Features

- Stand-alone system agnostic to back office application
- Requires very little change to bank's existing core systems
- Faster time to market
- Highly configurable based on corporate specific needs
- Flexibility in modifying processes
- Roll Based Dashboards

2. Collateral Liquidation

As part of Credit Portfolio management, whenever the customer's liability account/contract is not performing well or overdue, the underlying collateral linked to the transaction accounts should be liquidated and the accounts should be settled. The various activities performed for Collateral Liquidation process are

- Capture the Liquidation Details
- Sending Liquidation notice to the customer
- Valuating the Collateral
- Fixing Collateral Base Price
- Bid Publication and identifying Buyer
- Settlement of non-performing account based on proceeds from buyer
- Field Investigation
- Transfer of asset to the Buyer

2.1 Collateral Liquidation - Process Flow Diagram

The Collateral Liquidation process has the following stages handled by users authorized to perform the task under those stages.

1. Collateral Liquidation Initiation
2. External Valuation
3. Notice to Customer And RM
4. Base Price Fixation
5. Base Price Review
6. Base Price Approval
7. Sale of Liquid Assets
8. Bid Publication
9. Bid Capture
10. Buyer Recommendation
11. Buyer Approval
12. Buyer Confirmation
13. Document Retrieval
14. Document De-Registration
15. Asset Transfer to Bank
16. Assignment of Settlement Account
17. Fund Allocation and Liquidation
18. Await for Collateral Release Confirmation

2.2 Initiation

Collateral Liquidation process will be triggered by the back-office system based on the performance of the account where the collateral is linked. Once the collateral liquidation task is initiated, the task will be available in the free task queue and the user can acquire the task and work on the task.

The below mentioned screen will be displayed for initiating a collateral liquidation

The initiation screens provide the basic details of the Collateral and the following fields will be available in the screen

Field Name	Field Description
Collateral Type	Displays the Collateral Type
Collateral Description	Displays the brief description of the Collateral
Customer Id	Displays the customer Id with whom the collateral is associated
Customer Name	Displays the Customer Name with whom the collateral is associated
Seniority of Charge	Displays the Charge Seniority of collateral
Collateral Currency	Displays the currency in which the collateral is valuated
Collateral Value	Displays the current value of the collateral

Ownership Type	Displays the Ownership type of the collateral
Available From	Displays the date from which the collateral is available
Available Till	Displays the date till which the collateral will be available
Is Shareable Across Customers	Displays the nature of the collateral that if its shared across multiple customers or not
Purpose of Collateral	Displays the purpose of creating the collateral transaction
Is Insurance Available	Display if any insurance is associated with the collateral or not
Insurance Expiry Date	Displays the expiry date of the insurance

Action Buttons on the footer

Save & Close – On click of Save & Close, the captured details will be saved.
  - o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
  - o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

  - o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.2.1 Seniority Details

Seniority Details section displays the charge seniority associated with the collateral. If the collateral is second charge or third charge, all the pervious charge details will also be displayed
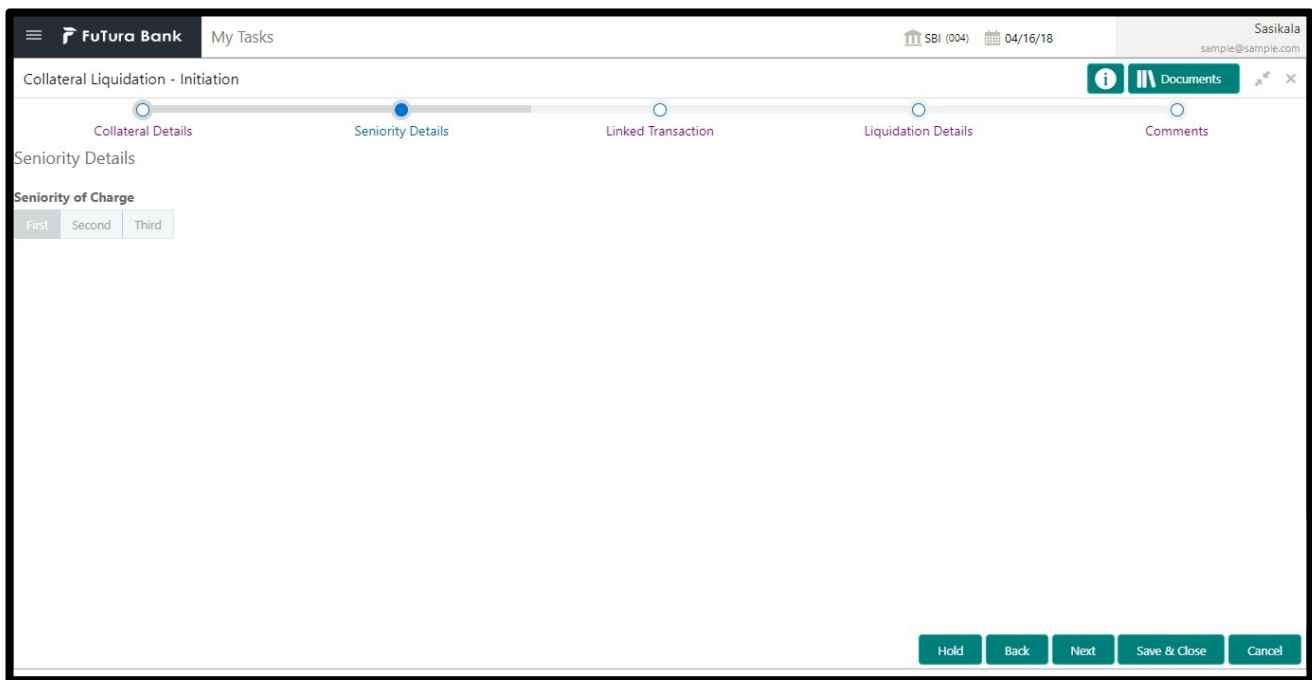
Field Name	Description
Seniority of Charge	Displays the charge seniority associated with the collateral

Action Buttons on the footer

Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
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Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.2.2 Linked Transaction

The linked transaction screen displays all the accounts/transactions and the corresponding status that are associated with the collateral. This information is fetched from the back-office system

Field Name	Description
Transaction Reference No	Displays the Transaction Reference Number that is associated with the collateral
Facility Id	Displays the Facility ID that is associated with the transaction
Customer Name	Displays the Customer name for whom the transaction is created
Transaction Description	Displays the detailed description about the transaction
Transaction Status	Displays the current status of the transaction
Transaction Currency	Displays the transaction currency
Transaction Amount	Displays the value of the transaction
Amount Settled	Displays the total amount settled so far for the transaction
Linkage Amount	Displays the collateral amount that is linked with the transaction
Utilized Amount	Displays the amount that is utilized against the collateral
Available Amount	Displays the collateral amount that is available for linkage against the collateral

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Action Buttons

Save & Close – On click of Save & Close, the captured details will be saved.
- o   If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
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Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.2.3 Liquidation Details

Liquidation Details screen provides the capability to capture all the attributes pertaining to the Collateral Liquidation

Field Name	Description
Liquidation Date	Select a date from the calendar to indicate when the Liquidation request is captured
Refer External Valuation	Switch on the toggle button if External Valuation is to be done for the Collateral
Refer Last Review Price	Switch on the toggle button if the Last Valuation is to referred instead of doing a fresh valuation
Reason for Liquidation	Enter brief description on the reason for liquidating the collateral

Liquidation Description	Enter brief description about liquidating the collateral

Action Buttons

After providing required data, you will be able to perform one of the below actions –

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  o   If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
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Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

  o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.2.4 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
   - If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
   - If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

   - If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.3 External Valuation

When the Collateral Liquidation request is submitted, there would be a need to do a Valuation of the Collateral in order to ascertain the current value of the collateral. The External Valuation stage provides the facility to capture various valuation details for the collateral provided by the external agencies.

2.3.1 External Valuation

Field Name	Description
Agency	Displays the Agency that is designated by the bank for performing valuation of collateral
Valuation Date	Enter the date on which the collateral is valuated
Valuation Currency	Enter the currency in which the collateral is valuated
Valuation Amount	Enter the valuation amount
Valuation Expiry Date	Select the date on which the validity of valuation will expire
Valuer Remarks	Enter the valuer comments on the collateral

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
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  - If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.3.2 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.
Save & Close – On click of Save & Close, the captured details will be saved.
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Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.4 Notice to Customer and RM

When the Bank decides on liquidating collateral and post the Liquidation request is registered, there would be a need to do a send the Notice to Customer and his RM stating that the Collateral will be liquidated and the proceeds will be used to settle the accounts. There will be a Liquidation notice generated and sent to the customer's preferred communication medium

2.4.1 Document Generation

The Document generation screen gives provision to generate the Liquidation Notice and sent to the customer

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Save & Close – On click of Save & Close, the captured details will be saved.
   o   If mandatory fields have not been captured, system will display error until the mandatory fields are captured.
Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
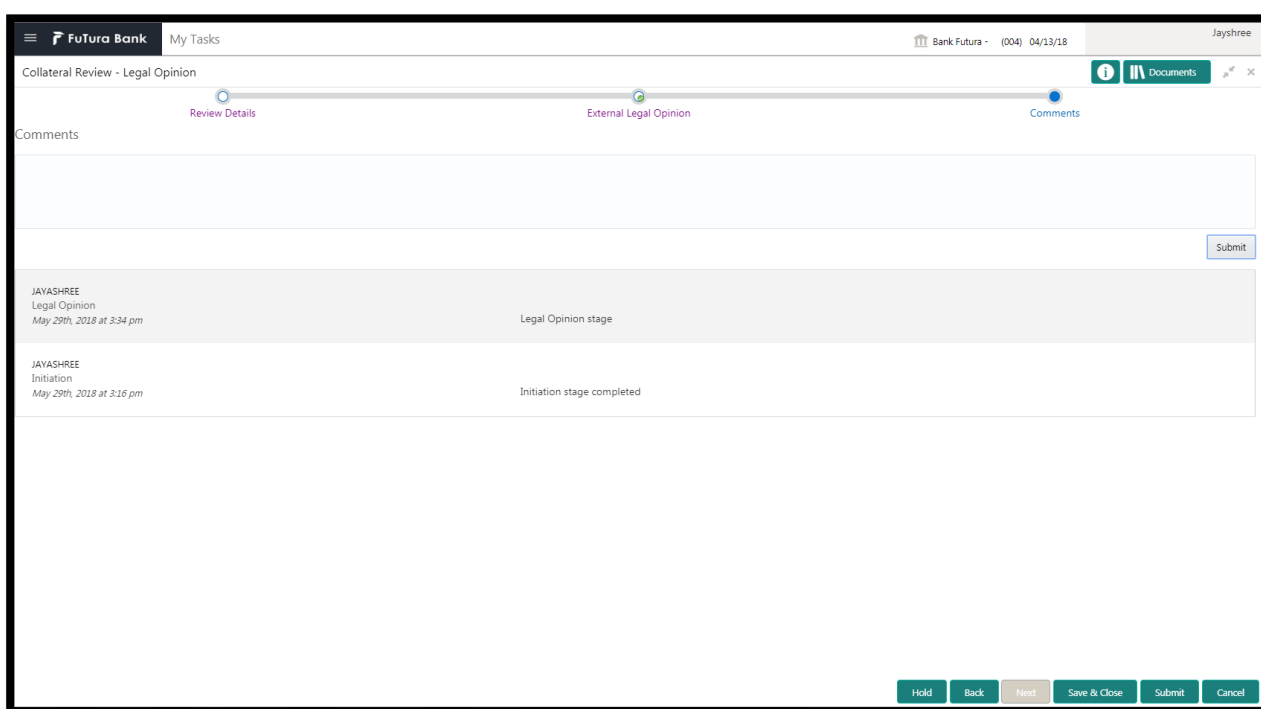   o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

   o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.4.2 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
   o   If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
   o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

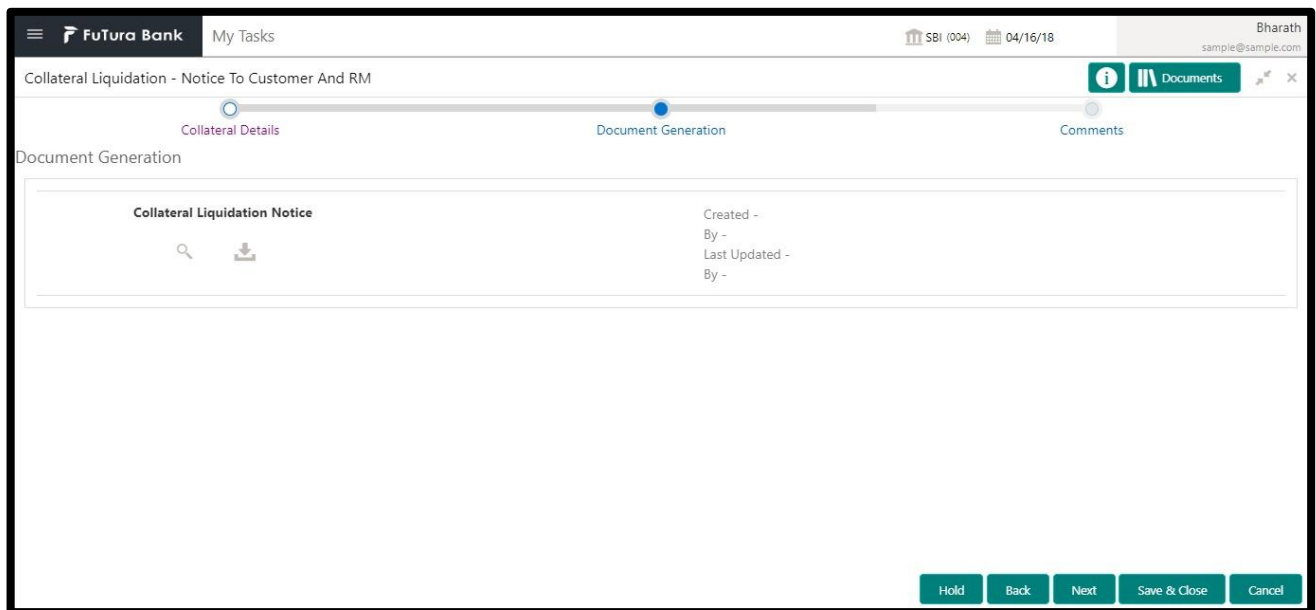**Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

   o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.5 Base Price Fixation

2.5.1 Past Valuation Details

Past Valuation Details screen provides the details about all the past valuation details of the collateral

Field Name	Description
Agency	Displays the Agency that is designated by the bank for performing valuation of collateral
Valuation Date	Enter the date on which the collateral is valuated
Valuation Currency	Enter the currency in which the collateral is valuated
Valuation Amount	Enter the valuation amount
Valuation Expiry Date	Select the date on which the validity of valuation will expire
Valuer Remarks	Enter the valuer comments on the collateral

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Save & Close – On click of Save & Close, the captured details will be saved.
- o   If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
- o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

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Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.5.2 History of Collateral Liquidated

History of Collateral Liquidated Screen provides the history of similar collateral those were liquidated in the past.

Field Name	Description
Collateral Id	Displays the Collateral Id of the collateral that is liquidated
Customer Name	Displays the Customer Name who is associated with the collateral
Collateral Type	Displays the type of the collateral that is liquidated
Currency	Displays the collateral currency
Amount	Displays the collateral amount that is liquidated
Utilized Amount	Displays the collateral amount that is utilized
Info	Click the **Info** button to view the detailed information of the liquidated collateral

Action Buttons

After providing required data, you will be able to perform one of the below actions –
Save & Close – On click of Save & Close, the captured details will be saved.

23

- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.

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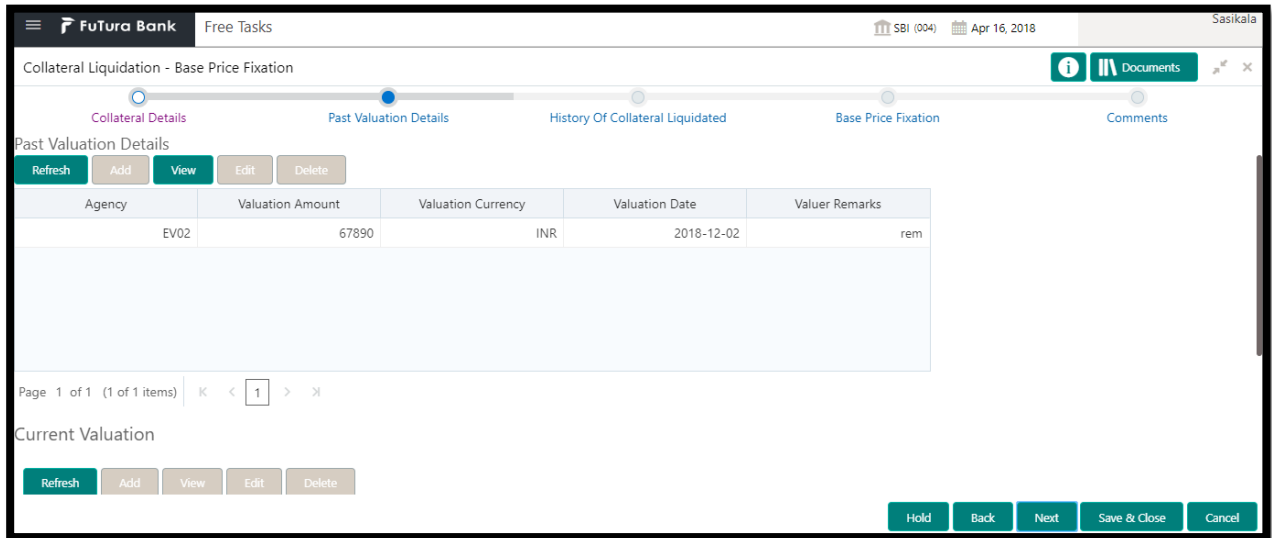
Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.5.3 Base Price Fixation

Base Price Fixation screen provides the option to define the Base Price for auctioning the collateral. The base price will be fixed considering various charges along with the valuation of the collateral

Field Name	Description

Charge Code	Select the Charge Code that is to be associated with Base Price fixing
Charge Description	Displays the description of the charge that is getting associated with Base Price fixation
Currency	Select the currency in which the charge is to be associated
Charge Amount	Enter the Charge amount that is to be associated with the base price
Waived	Switch the toggle button to waive any particular charge
Remarks	Enter the Waiver Remarks in case the charge is waived
Total Charge Amount	Displays the Total Charge Amount that is to be associated with the collateral base price
Collateral Base Price	Enter the Collateral Base Price
Last Valued Amount	Displays the value of the collateral based on the latest valuation done on the collateral
Final Collateral Value	Enter the Final Base Price for the collateral

Action Buttons

After providing required data, you will be able to perform one of the below actions –
Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
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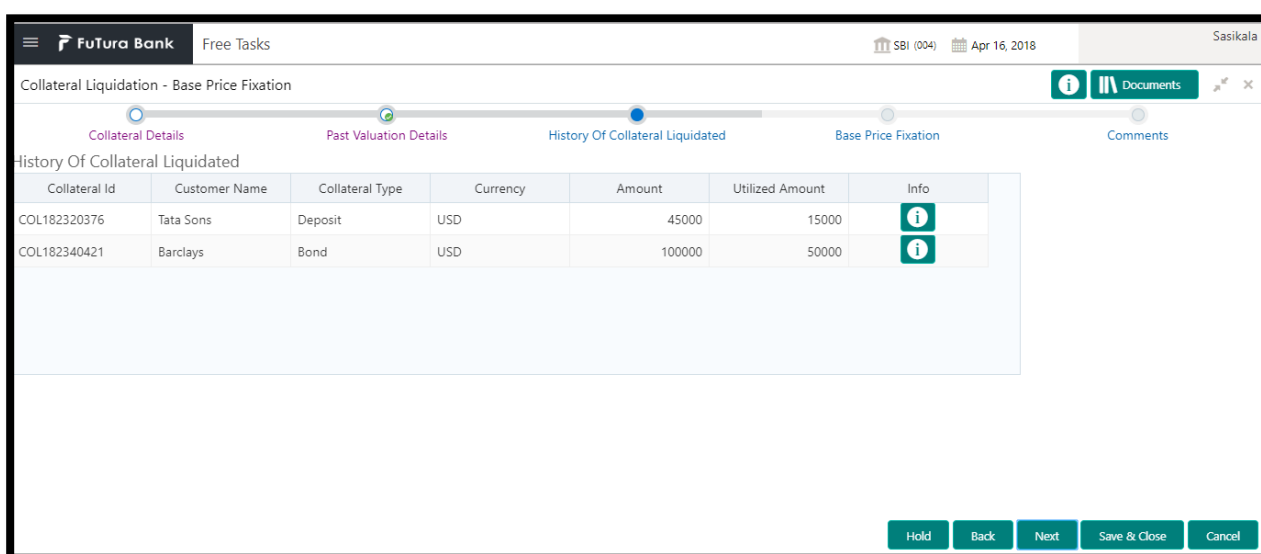
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2.5.4 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

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Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.6.1 Past Valuation Details

Past Valuation Details screen provides the details about all the past valuation details of the collateral

Field Name	Description
Agency	Displays the Agency that is designated by the bank for performing valuation of collateral
Valuation Date	Enter the date on which the collateral is valuated
Valuation Currency	Enter the currency in which the collateral is valuated
Valuation Amount	Enter the valuation amount
Valuation Expiry Date	Select the date on which the validity of valuation will expire
Valuer Remarks	Enter the valuer comments on the collateral

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Save & Close – On click of Save & Close, the captured details will be saved.
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Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
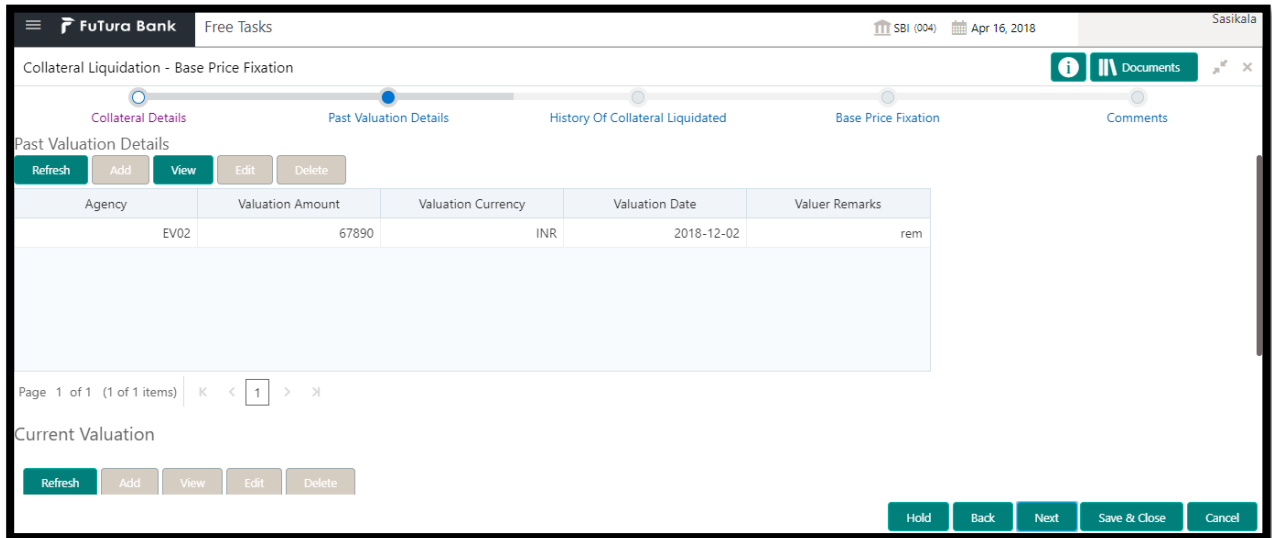
Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.6.2 History of Collateral Liquidated

History of Collateral Liquidated Screen provides the history of similar collateral those were liquidated in the past.

Field Name	Description
Collateral Id	Displays the Collateral Id of the collateral that is liquidated
Customer Name	Displays the Customer Name who is associated with the collateral
Collateral Type	Displays the type of the collateral that is liquidated
Currency	Displays the collateral currency
Amount	Displays the collateral amount that is liquidated
Utilized Amount	Displays the collateral amount that is utilized
Info	Click the **Info** button to view the detailed information of the liquidated collateral

Action Buttons

After providing required data, you will be able to perform one of the below actions –
Save & Close – On click of Save & Close, the captured details will be saved.

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Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.6.3 Base Price Fixation

Base Price Fixation screen provides the option to define the Base Price for auctioning the collateral. The base price will be fixed considering various charges along with the valuation of the collateral

Field Name	Description

Charge Code	Displays the Charge Code that is to be associated with Base Price fixing
Charge Description	Displays the description of the charge that is getting associated with Base Price fixation
Currency	Displays the currency in which the charge is associated
Charge Amount	Displays the Charge amount that is associated with the base price
Waived	Displays the charge waiver status
Remarks	Display the charge waiver remarks
Total Charge Amount	Displays the Total Charge Amount that is associated with the collateral base price
Collateral Base Price	Displays the Collateral Base Price
Last Valued Amount	Displays the value of the collateral based on the latest valuation done on the collateral
Final Collateral Value	Displays the Final Base Price for the collateral and can be changed by the reviewer
Reviewer Comments	Enter brief description for the review done on the Base Price Fixation of the Collateral

Action Buttons

After providing required data, you will be able to perform one of the below actions –
Save & Close – On click of Save & Close, the captured details will be saved.
   o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.
Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
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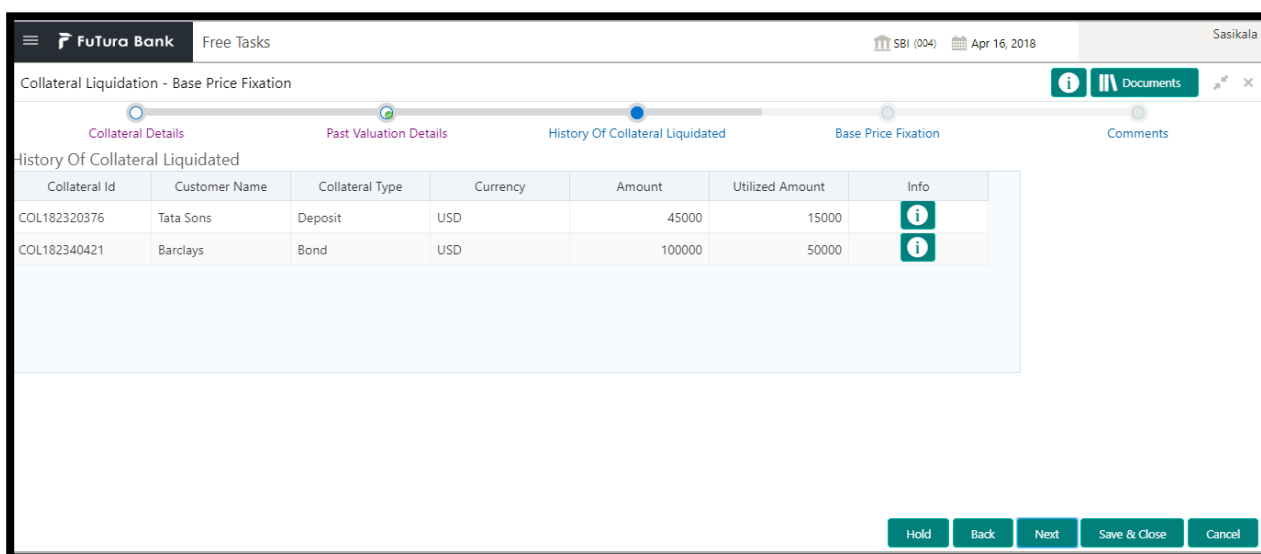
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2.6.4 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
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Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.7 Base Price Approval

2.7.1 Past Valuation Details

Past Valuation Details screen provides the details about all the past valuation details of the collateral

Field Name	Description
Agency	Displays the Agency that is designated by the bank for performing valuation of collateral
Valuation Date	Enter the date on which the collateral is valuated
Valuation Currency	Enter the currency in which the collateral is valuated
Valuation Amount	Enter the valuation amount
Valuation Expiry Date	Select the date on which the validity of valuation will expire
Valuer Remarks	Enter the valuer comments on the collateral

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Save & Close – On click of Save & Close, the captured details will be saved.
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Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.7.2 History of Collateral Liquidated

History of Collateral Liquidated Screen provides the history of similar collateral those were liquidated in the past.

Field Name	Description
Collateral Id	Displays the Collateral Id of the collateral that is liquidated
Customer Name	Displays the Customer Name who is associated with the collateral
Collateral Type	Displays the type of the collateral that is liquidated
Currency	Displays the collateral currency
Amount	Displays the collateral amount that is liquidated
Utilized Amount	Displays the collateral amount that is utilized
Info	Click the **Info** button to view the detailed information of the liquidated collateral

Action Buttons

After providing required data, you will be able to perform one of the below actions –
Save & Close – On click of Save & Close, the captured details will be saved.

- If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.

- If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
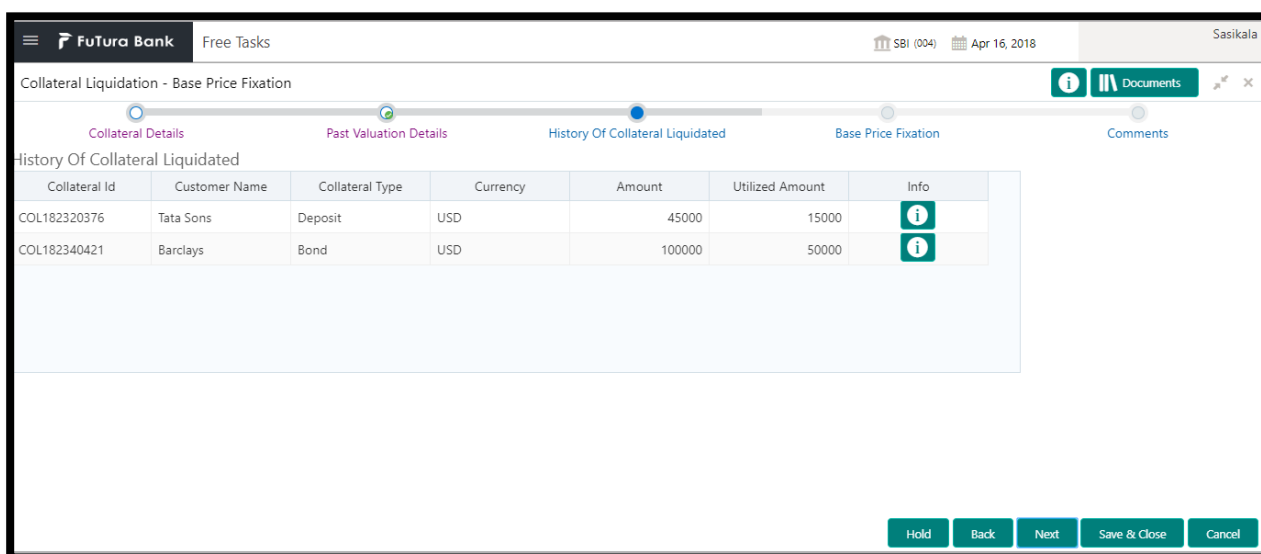
Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.7.3 Base Price Fixation

Base Price Fixation screen provides the option to define the Base Price for auctioning the collateral. The base price will be fixed considering various charges along with the valuation of the collateral

Field Name	Description

Charge Code	Displays the Charge Code that is to be associated with Base Price fixing
Charge Description	Displays the description of the charge that is getting associated with Base Price fixation
Currency	Displays the currency in which the charge is associated
Charge Amount	Displays the Charge amount that is associated with the base price
Waived	Displays the charge waiver status
Remarks	Display the charge waiver remarks
Total Charge Amount	Displays the Total Charge Amount that is associated with the collateral base price
Collateral Base Price	Displays the Collateral Base Price
Last Valued Amount	Displays the value of the collateral based on the latest valuation done on the collateral
Final Collateral Value	Displays the Final Base Price for the collateral and can be changed by the approver
Reviewer Comments	Displays brief description for the review done on the Base Price Fixation of the Collateral
Approver Comments	Enter the brief approver's comments for the review done on the Base Price Fixation of the Collateral

Action Buttons

After providing required data, you will be able to perform one of the below actions –
Save & Close – On click of Save & Close, the captured details will be saved.
  o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.
Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
  o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

  o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.7.4 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
  - o   If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
  - o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

  - o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.8 Bid Publication

Bid Publication provides the capability to publish the Collateral Details, Collateral Base Price and the Bid Terms and Conditions. The Bidding document will be submitted by the potential suitors of the collateral

2.8.1 Bid Publication

Bid Publication screen provides the capability to upload the Bid Document submitted by the potential suitors

Action Buttons

After providing required data, you will be able to perform one of the below actions –
Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.8.2 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
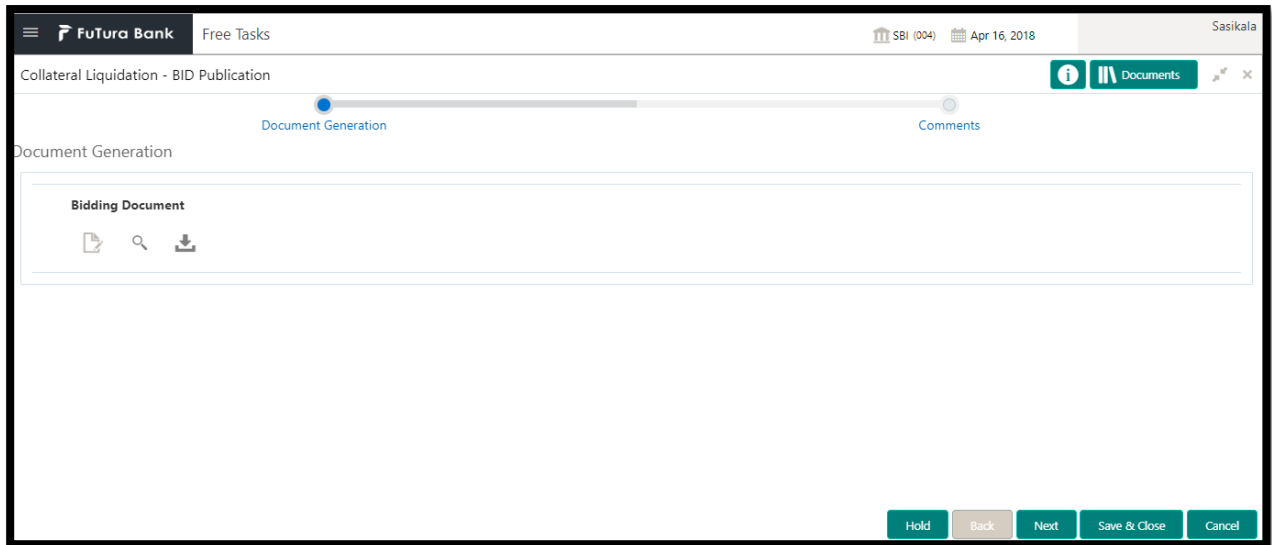
- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.9 Bid Capture

Based on the Bid Document submitted by the buyers, all the bidding details will be captured as part of this stage

2.9.1 Bid Capture

Field Name	Description
Collateral Id	Displays the Collateral ID for which the bid is submitted
Collateral Description	Displays the description about the collateral
Bid Date	Select the date on which the Bid is submitted
Bid Reference number	Enter the Bid Reference Number for the bid application
Bid Done By	Select the Agency who conducts the bid
Bid Valid Till	Select the date till the bid is valid
Bidder Name	Enter the Bidder Name
Organization Type	Enter the Organization Type
Point Of Contact	Enter the Point of Contact in the Organization related to the bid
Contact Details	Enter the Organization contact details
Amount	Enter the Bid Amount
Bid Submission Date	Select the date on which the bid is submitted

After providing required data, you will be able to perform one of the below actions –
Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.9.2 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.
Save & Close – On click of Save & Close, the captured details will be saved.

- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.10 Buyer Recommendation

Based on the Bid Documents submitted, the highest bidder may be a potential buyer of the collateral and the buyer details will be captured.

2.10.1 Recommended Buyers

The potential buyer will be selected from the Recommended Buyer section

Field Name	Description
Collateral Id	Displays the Collateral ID for which the bid is submitted
Collateral Description	Displays the description about the collateral
Bid Date	Displays the date on which the Bid is submitted
Bid Reference number	Displays the Bid Reference Number for the bid application
Bid Done By	Displays the Agency who conducts the bid
Bid Valid Till	Displays the date till the bid is valid
Bidder Name	Displays the Bidder Name
Organization Type	Displays the Organization Type
Point of Contact	Displays the Point of Contact in the Organization related to the bid
Contact Details	Displays the Organization contact details

Amount	Enter the Bid Amount
Bid Submission Date	Select the date on which the bid is submitted

Action Buttons

After providing required data, you will be able to perform one of the below actions –
Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.10.2 Buyer Details

Field Name	Description
Buyer Name	Displays the selected buyer name

Organization Details	Displays the Organization details
Buyer Details	Displays the buyer details of the buyer
House/Building	Enter the Building details of the buyer
Street	Enter the Street details of the buyer
Locality	Enter the Locality details of the buyer
Landmark	Enter the landmark details of the buyer
Area	Enter the area details of the buyer
City	Enter the City of the buyer
State	Enter the state of the buyer
Zip-Code	Enter the Zip code of the buyer
Country	Enter the Country of the buyer
Email Address	Enter the E-mail address of the buyer
Phone Number	Enter the phone number of the buyer

Action Buttons

After providing required data, you will be able to perform one of the below actions –
Save & Close – On click of Save & Close, the captured details will be saved.
 - o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
 - o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

 - o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.10.3 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.11 Buyer Approval

Based on the Bid Documents submitted, the highest bidder may be a potential buyer of the collateral and the buyer details will be captured. The buyer will be approved by the approver after validating the bidding application submitted

2.11.1 Recommended Buyers

The potential buyer will be selected from the Recommended Buyer section

Field Name	Description
Collateral Id	Displays the Collateral ID for which the bid is submitted
Collateral Description	Displays the description about the collateral
Bid Date	Displays the date on which the Bid is submitted
Bid Reference number	Displays the Bid Reference Number for the bid application
Bid Done By	Displays the Agency who conducts the bid
Bid Valid Till	Displays the date till the bid is valid
Bidder Name	Displays the Bidder Name
Organization Type	Displays the Organization Type
Point of Contact	Displays the Point of Contact in the Organization related to the bid
Contact Details	Displays the Organization contact details

Amount	Enter the Bid Amount
Bid Submission Date	Select the date on which the bid is submitted

Action Buttons

After providing required data, you will be able to perform one of the below actions –
Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.11.2 Buyer Details

Field Name	Description
Buyer Name	Displays the selected buyer name

Organization Details	Displays the Organization details
Buyer Details	Displays the buyer details of the buyer
House/Building	Displays the Building details of the buyer
Street	Displays the Street details of the buyer
Locality	Displays the Locality details of the buyer
Landmark	Displays the landmark details of the buyer
Area	Displays the area details of the buyer
City	Displays the City of the buyer
State	Displays the state of the buyer
Zip-Code	Displays the Zip code of the buyer
Country	Displays the Country of the buyer
Email Address	Displays the E-mail address of the buyer
Phone Number	Displays the phone number of the buyer
Approver Remarks	Enter the Approver Remarks

Action Buttons

After providing required data, you will be able to perform one of the below actions –
Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.11.3 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
  o   If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
  o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

  o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.12 Buyer Confirmation

Based on the Approval for buyer, the selected buyer will be notified with the Bidding Agreement and the same will be sent to the Buyer's preferred medium

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.12.1 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.13 Document Retrieval

2.13.1 Document Retrieval

Once the Buyer for the collateral is identified, the registered collateral documents will be retrieved and de-linked from the old customer

Field Name	Description
Agency	Displays the Agency name with whom the collateral document is available
Document Id	Displays the document ID.
Document De-scription	Displays the Document Description.
Safekeeping Date	Displays the Date on which the document is sent for safekeeping
Safekeeping Lo-cation	Displays the Safekeeping Location
Shelf Number	Displays the Shelf Number
Drawer Number	Displays the Drawer Number
Key Number	Displays the Key Number

Retrieval Reference Number	Enter the retrieval reference number
Retrieval Date	Enter the document retrieval date
Retrieval Status	Select the document retrieval status

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.13.2 Comments

Field Name	Description

Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.14 Document De-Registration

Once the Documents are retrieved, the old association will be de-registered such that the same can be transferred to the new buyer

2.14.1 Document De-Registration

Field Name	Description
Agency	Displays the Agency name with whom the collateral document is available
Document Id	Displays the document ID.
Document De-scription	Displays the Document Description.
Safekeeping Date	Displays the Date on which the document is sent for safekeeping
Safekeeping Lo-cation	Displays the Safekeeping Location
Shelf Number	Displays the Shelf Number
Drawer Number	Displays the Drawer Number
Key Number	Displays the Key Number
Retrieval Refer-ence Number	Enter the retrieval reference number
Retrieval Date	Enter the document retrieval date

Retrieval Status	Select the document retrieval status

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
   o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
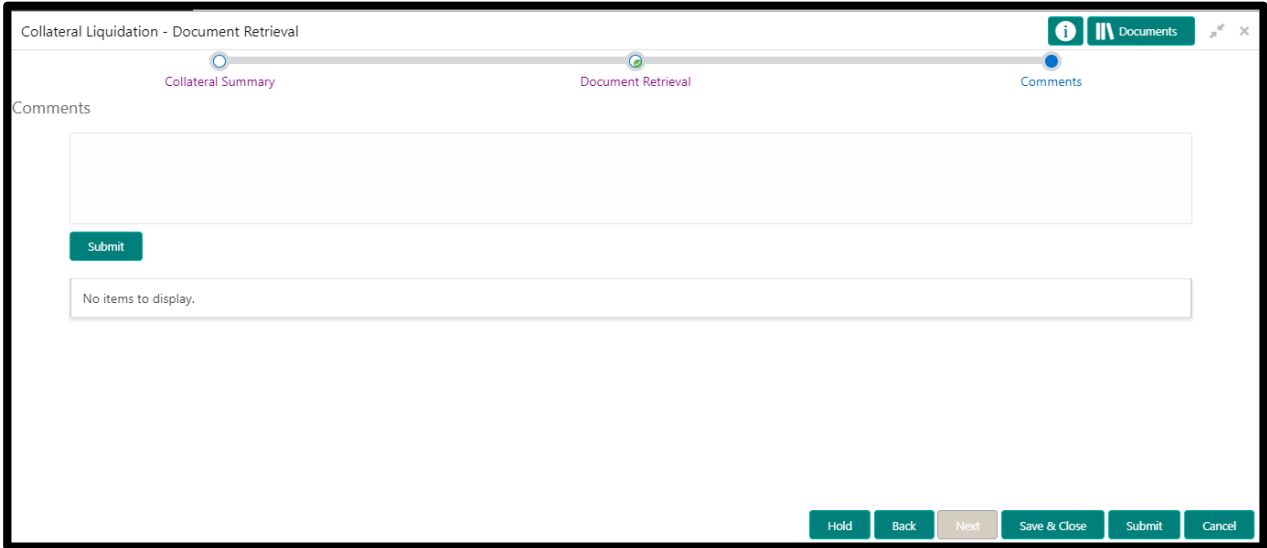   o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

   o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.14.2 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
   o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
   o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

   o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.15 Asset Transfer to Buyer

Once the documents are de-registered, the asset will be transferred to the new buyer

2.15.1 Buyer Details

Buyer Details screen displays the buyer details for validation

Field Name	Description
Buyer Name	Displays the selected buyer name
Organization Details	Displays the Organization details
Buyer Details	Displays the buyer details of the buyer
House/Building	Displays the Building details of the buyer
Street	Displays the Street details of the buyer
Locality	Displays the Locality details of the buyer
Landmark	Displays the landmark details of the buyer
Area	Displays the area details of the buyer
City	Displays the City of the buyer
State	Displays the state of the buyer
Zip-Code	Displays the Zip code of the buyer

Country	Displays the Country of the buyer
Email Address	Displays the E-mail address of the buyer
Phone Number	Displays the phone number of the buyer
Approver Remarks	Enter the Approver Remarks

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Save & Close – On click of Save & Close, the captured details will be saved.
   o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.
Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
   o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

   o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.15.2 Transfer Details

Transfer Details screen captured all the asset transfer related attributes

Field Name	Description
Transfer Request Date	Select the date on which the Asset Transfer was requested
Transfer Completion Date	Select the date on which the Asset Transfer was completed
Asset Transferred From	Enter the details from whom the Asset was transferred
Asset Transferred To	Enter the details to whom the Asset is transferred
Acknowledgement Reference Number	Enter the Transfer Acknowledgement Reference Number
Transfer Status	Select the status of Asset Transfer
Transfer Description	Enter the details description about the asset transfer

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Save & Close – On click of Save & Close, the captured details will be saved.
- o   If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
- o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.15.3 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
   o   If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
   o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

   o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.16 Assignment of Settlement Account

2.16.1 Buyer Details

Buyer Details screen displays the buyer details for validation

Field Name	Description
Buyer Name	Displays the selected buyer name
Organization Details	Displays the Organization details
Buyer Details	Displays the buyer details of the buyer
House/Building	Displays the Building details of the buyer
Street	Displays the Street details of the buyer
Locality	Displays the Locality details of the buyer
Landmark	Displays the landmark details of the buyer
Area	Displays the area details of the buyer
City	Displays the City of the buyer
State	Displays the state of the buyer
Zip-Code	Displays the Zip code of the buyer
Country	Displays the Country of the buyer

Email Address	Displays the E-mail address of the buyer
Phone Number	Displays the phone number of the buyer
Approver Remarks	Enter the Approver Remarks

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Save & Close – On click of Save & Close, the captured details will be saved.
- o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.16.2 Settlement Details

Settlement Details screen provides the capability to assign settlement account such that the buyer can do settlement for the Asset Transfer

Field Name	Description
From Bank	Enter the Bank Details from which the fund will be transferred
From Account Id	Enter the Account ID from which the fund will be transferred
To Branch	Enter the Branch Code of the Bank to which the fund will be transferred
To Bank	Enter the Bank Code to which the fund will be transferred
To Account Id	Enter the Account ID to which the fund will be transferred
Reference No	Enter the Settlement Reference Number
Amount	Enter the amount to be transferred
Mode Of Settlement	Select the mode of settlement

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Save & Close – On click of Save & Close, the captured details will be saved.
   o   If mandatory fields have not been captured, system will display error until the mandatory fields are captured.
Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
   o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

   o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.16.3 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.
   o   If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
   o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

   o   If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.17 Fund Allocation and Liquidation

Once the Asset Transfer is settled, the proceeds from the settlement will be used to settle the non-performing accounts

2.17.1 Linkage Details

Linkage Details screen displays all the account details where the transferred collateral was linked such that the proceeds can be allocated for each of the accounts

Field Name	Description
Transaction Reference No	Displays the Transaction Reference number of the linked account
Transaction Currency	Displays the currency in which the transaction is booked
Transaction Amount	Displays the Transaction amount
Facility ID	Display the facility ID linked with the transaction
Linkage Amount	Display the collateral amount that is linked with the transaction
Amount Settled	Enter the amount from the proceeds that needs to be settled for the transaction
Transaction Status	Displays the transaction status

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Save & Close – On click of Save & Close, the captured details will be saved.
   o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

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Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.

    o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

    o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.17.2 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.

Save & Close – On click of Save & Close, the captured details will be saved.

    o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.

    o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

- o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.18 Await for Collateral Release Confirmation

Once all the non-performing accounts are settled, the underlying collateral will be released

2.18.1 Registered Documents

2.18.2 Awaiting Document De-Registration

Field Name	Description
Agency	Displays the Agency name
Document Id	Displays the document Id.
Document Description	Displays the Document Description.
De-Registration Req Date	Displays the date on which the De-Registration is requested
Expected De-Registration Date	Enter the expected De-Registration date
De-Registration Status	Select the De-Registration status

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Save & Close – On click of Save & Close, the captured details will be saved.
  - o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.

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Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
  o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

  o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.18.3 Comments

Field Name	Description
Comments	Capture the user comments. This will be visible in all the stages

Action Buttons

After providing required data, you will be able to perform one of the below actions –

Submit – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the outcome, the task will be submitted.
Save & Close – On click of Save & Close, the captured details will be saved.
  o If mandatory fields have not been captured, system will display error until the mandatory fields are captured.
Hold – On Click of Hold, the captured details will be saved and the task status will be suspended and will be available in the Hold queue. This option is used, if there are any pending information to be captured.
  o If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

3. Document Upload and Checklist

3.1 Document Upload

Documents to be uploaded and the checklist of verified for each stage of the process can be maintained. Click on the Documents button to view /upload the documents that has to be uploaded for the stage or to view/ upload the documents which are uploaded for the task.
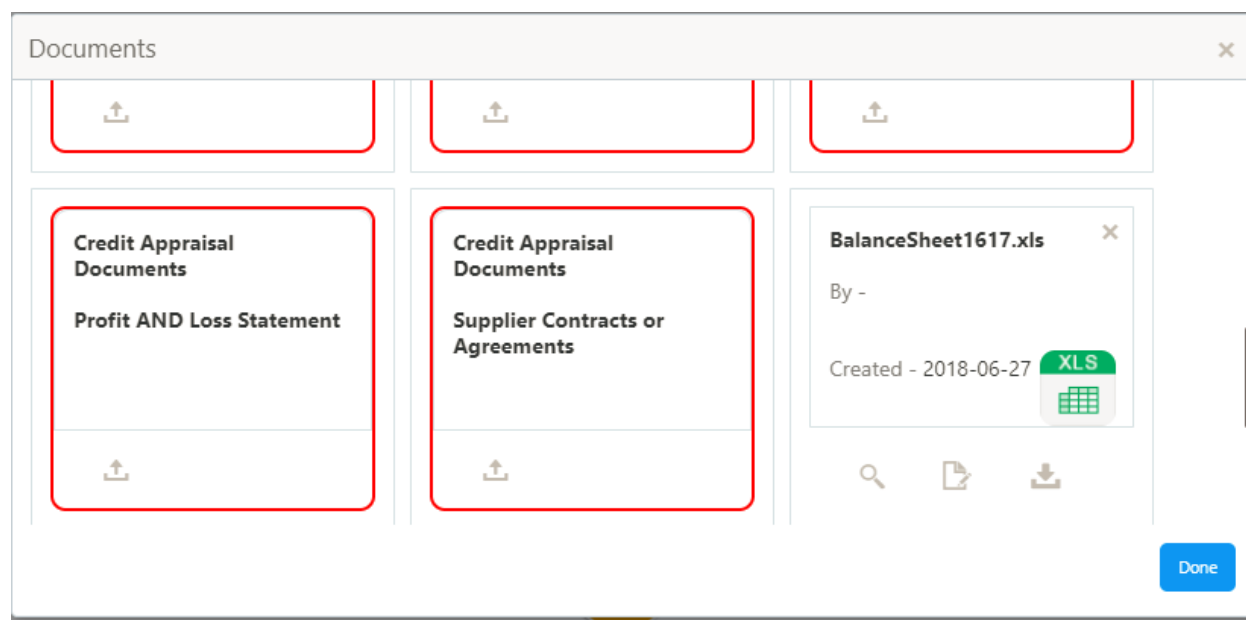
Action Buttons

 After providing required data, you will be able to perform one of the below actions –

a) **Upload –** On click of Upload, the Document upload screen will be opened and the user can specify the document title, description, remarks, expiry date and select the document to be uploaded. This button will be visible only for the documents which are not yet uploaded.

b) **View** – On click of View button the document will be either downloaded or opened based on the browser capability.   This button will be visible only for the documents which are already uploaded.

c) **Edit** – On Click of Edit the Document upload screen will be opened and the user can specify the document title, description, remarks, expiry date and select the document to be re-uploaded. This button will be visible only for the documents which are already uploaded.

d) **Download** – On Click of Download the document will be downloaded. This button will be visible only for the documents which are already uploaded.

e) **Delete** –   This button will be visible only for the documents which are already uploaded. Click on the X button to delete the uploaded document.

User can click on the upload button to upload the documents

Field Name	Description
Document Type	Displays the document type of the document to be uploaded
Document Code	Displays the document code for the document to be uploaded
Document Title	Enter the Document Title
Document Description	Enter the brief description of the document
Remarks	Enter remarks if any
Document Expiry	Enter the expiry date of the document
Document Upload	Drag and Drop or click to select the file to be uploaded

3.2 Checklist

On click of the submit button the checklist for the stage of the process will be displayed. User can confirm each of the check list by clicking on the checkbox and can capture the remarks by clicking on the remarks button.

Field Name	Description
Checklist Description	Displays the list of checklists maintained for the stage
Remarks	Enter the remarks for the checklist

4. Reference and Feedback

4.1 References

For more information on any related features, you can refer to the following documents:
- Oracle Banking Getting Started User Guide
- Security Management System User Guide
- Common Core User Guide
- Process Maintenance Worklist User Guide
- Oracle Banking Credit Facilities Process Management Installation Guides

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